Key Job Functions and Skill Sets for the CAPS Program

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CAPS Core Project

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Roles and Responsibilities of Pest Survey Specialists, State Survey Coordinator and other Key CAPS program personnel

APHIS

Data Management

- NAPIS , GPPD, ISIS

- GIS and Mapping

- Reports; weekly, quarterly, Annual Plant Board

Pest and Pathway Analysis

- Database review – EANs, SITC, Pest Interceptions, etc.

- Industry Knowledge in your state

- Hot Zone Concept

- Informal and Formal analysis

Pest List Development

- Understanding important lists
    - Regulated Pest lists
    - National and Regional lists
    - Select Agents
    - OPIS
    - State list development
    - Know your targets

Public Outreach and Education

- Industry contacts
- Extension Service
- Public groups; Master Gardener, etc.
- Schools and Education groups
- Training opportunities for all groups
- Developing materials for outreach

Cooperative Agreement Management and Support

- Knowledge of rules and regulations
- Know the CAPS guide and other program documents
- Forms and templates
- Timelines and deadlines
- Support SPHDs and SPROs

Surveys

- Survey Proposals
- Supplies and material management
- Individual surveys in field
- Pest sample processing and diagnostic systems
- Volunteer groups
- Existing Infrastructure; Forest Service, Extension, PPQ, State, University, etc.

Rapid Response

- Identify Key players
- Training in ICS
- Know State Emergency Management System
- Phone tree maintenance and key contacts
- Active State Committee
- Specific State Action Plans for targets